

CCDCUCC - Expense Request

Please use this form when requesting payment for a CCDC related expense.

Attach invoice or receipts, secure appropriate signatures, and submit to "Bookkeeper" mail slot. Alternatively, a scan of the signed form and related receipts can be sent to: finance@ccdcucc.org.

Note: checks are cut on Tues, signed on Weds, and mailed on Thurs or Fri each week. Please be sure all appropriate signatures are on this form before submitting to Bookkeeper to avoid delay in payment.

Person making request: _____ Payment due date: _____

What is this payment for? _____

Make check payable to: _____ Amount: _____

Deliver the payment to: Address on invoice
 CCDC mail slot (name):
 Other (eg. direct deposit*, pay by credit card, pay online, or other instruction)

*Church or staff members may elect to have reimbursements direct deposited. If you would like this option, please ask Office Manager or Bookkeeper for form.

Where should expense be charged? (Use list of accounts on reverse)

Other information?

*Approved by (must be other than Payee):

Second Signature: (if over \$250)

Please be sure all appropriate signatures are on this form before submitting to Bookkeeper to avoid delay in payment.

*Approvals:

Sr. Pastor or President may sign off on any request in place of or in addition to a staff member or Board Chair.

Requests over \$250 require two signatures.

Requests for reimbursement must be signed by someone other than the payee.

Finance Office Use

Treasurer approval to e-Pay: _____

Processed: _____

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Expenses should be charged to either a budget line or a pass-thru.

<u>Budget Lines</u>	<u>Who Approves*</u>	<u>Special Accounts ("Pass-thrus")</u>	<u>Who Approves*</u>
CONG LIFE:Fellowship, Programs	CL Board	ELDERS:Property taxes	President or Sr. Pastor
CONG LIFE:Kitchen Supplies	Church Administrator or CL Board	ELDERS:Sr. Pastor's Discretionary	President or Sr. Pastor
CONG LIFE:Pastoral Care	Parish Nurse or CL Board	ELDERS:Staff or Volunteer Recogniti	President or Sr. Pastor
OUTREACH:Crisis Fund	Outreach Board	UCF:Bicentennial Award	Outreach Board
OUTREACH:Membership and Dues	Outreach Board	UCF:Ives Concert Series	Music Director
OUTREACH: Discretionary	Outreach Board	UCF:Russell Fund	Outreach or RE Board
OUTREACH:OCWM National	Outreach Board	UCF:Scholarships-Cavanaugh	RE Board or Assoc. Pastor
OUTREACH:OCWM State	Outreach Board	UCF:Scholarships-Ripley	RE Board or Assoc. Pastor
ELDERS:Annual Meeting, NH Conference	President or Sr. Pastor	UCF:Staff Transition	President or Sr. Pastor
ELDERS:Elders, Retreat & Misc.	President or Sr. Pastor	OUTREACH:Christmas Market	Christmas Market
ELDERS:Grafton-Orange Dues	President or Sr. Pastor	OUTREACH:Coffee Project	Outreach Board
ELDERS:UVIP Dues	President or Sr. Pastor	OUTREACH:CWS-Blankets	Outreach Board
RE:Adult Education	Assoc. Pastor or RE Board	OUTREACH:CWS-Tools for Hope	Outreach Board
RE:Campus Ministry	Assoc. Pastor or RE Board	OUTREACH:CWS-Kits	Outreach Board
RE:Church School, Curriculum	Assoc. Pastor or RE Board	OUTREACH:CWS-Other	Outreach Board
RE:Church School, Supplies	Assoc. Pastor or RE Board	OUTREACH:Food Pantry-Headrest	Outreach Board
RE:Classroom Assistants	Assoc. Pastor or RE Board	OUTREACH:Food Pantry-Haven	Outreach Board
RE:Confirmation	Assoc. Pastor or RE Board	OUTREACH:Food Pantry-Listen	Outreach Board
RE:Hamilton Library	RE Board or Rep	OUTREACH:Offerings-Cmas Eve	Outreach Board
RE:RE Misc.	Assoc. Pastor or RE Board	OUTREACH:Offerings-NIN	Outreach Board
RE:Special Programs	Assoc. Pastor or RE Board	OUTREACH:Offerings-OGHS	Outreach Board
RE:Youth Ministry	Assoc. Pastor or RE Board	OUTREACH:Special Projects	Outreach Board
PERSONNEL:Contract Services	President or Sr. Pastor	OUTREACH:Zimbabwe	Outreach Bd or Z-team
PERSONNEL:Professional Development	President or Sr. Pastor	PASTORAL CARE:Widow's Group	Parish Nurse
PERSONNEL:Professional Expenses	President or Sr. Pastor	RE:Church School Offerings	RE Board or Assoc. Pastor
PERSONNEL:Workers Comp Insurance	President or Sr. Pastor	RE:Book Study	RE Board or Assoc. Pastor
STEWARDSHIP:Bank Charges	Stewardship Board	RE:MISSION TRIPS:DR	RE Board or Assoc. Pastor
STEWARDSHIP:Bldg Reserve Allocation	Stewardship Board	RE:MISSION TRIPS:Habitat	RE Board or Assoc. Pastor
STEWARDSHIP:Copier expenses	Church Administrator	RE:MISSION TRIPS: Other	RE Board or Assoc. Pastor
STEWARDSHIP:College Computer Acc.	Church Administrator	W&M:Benefit Concerts	Music Director
STEWARDSHIP:Electricity	Building Manager	W&M:Flowers	Church Administrator
STEWARDSHIP:Fuel Oil & Gas	Building Manager	W&M:Music Programs	Music Director
STEWARDSHIP:Insurance	Bldg Mgr or Stewardship	RESERVES: Bldg Capital Reserve	Stewardship Board
STEWARDSHIP:Maintenance	Building Manager		
STEWARDSHIP:Office Equipment	Church Administrator		
STEWARDSHIP:Office Supplies	Church Administrator		
STEWARDSHIP:Sewer & Water	Building Manager		
STEWARDSHIP:Telephone	Church Administrator		
STEWARDSHIP:Trash	Building Manager		
W&M:Adult, Youth & Handbell Choirs	Music Director		
W&M:Advertising and Promotion	Music Director		
W&M:Guests or Sub - Musicians	Music Director		
W&M:Guests or Sub - Preachers	Music Director		
W&M:Miscellaneous	Music Director		
W&M:Organ & Piano Repair	Music Director		
W&M:Resources & Supplies	Music Director		

*Approvals:

Sr. Pastor or President may sign off on any request in place of or in addition to a staff member or Board Chair.

Repeat payments of set amount on budget do not need a signature (i.e. NH Conference, Insurance Board, etc.)

All other requests over \$250 require two signatures.

Requests for reimbursment must be signed by someone other than the payee.